Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and t**wo weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date: 5/9/2022

Field Trip Information

Applicant Name: Keith Morrissette	**Method of Transportation:** Coach Bus
School: WJJMS	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s): Grade Band&Chorus	**Number of Students:** 75
Date(s) of Trip: May 26, 2023	**Number of Day(s) of Trip:** 1
Event: Six Flags Trip	
Destination: Six Flags New England	**Phone Number:** (413) 786-9300
Address (for each destination): 1623 Main Street, Agagwam, MA	**State:** CT
Time of Departure From School: 1:15PM **Time of Arrival Back at School:** 9:15PM	**Special Clothing and/or Equipment Required:**

Student Cost Information

***Cost to Student:** $ $20-$75	**Suggested Student Pocket Money:** $ $20

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Keith Morrissette	**Cell Phone:** (860)303-7777
2. **Name:** Lynn Goodwin	**Cell Phone:** (860) 334-6211

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Six chaperones will be recruited a month in advance

Administrator Signatures

Applicant Signature	Keith Morrissette		
Administrator's Signature		☑ **Recommended**	☐ **Not Recommended**
Superintendent's Signature		☑ **Recommended**	☐ **Not Recommended**

Board of Education (if applicable)

Board of Education Meeting Date:	☐ **Recommended**	☐ **Not Recommended**

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Last Updated 5/27/21

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): Six Flags New England

Reference Check: Visited site on:_____ *or* Spoke with: Jane Sullivan

Name: Keith Morrissette **Grade/Group:** Grade 8 Band/Chorus

(Teacher(s) completing this form)

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☐ Yes ☑ No
- **Curriculum Unit(s):**
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):

- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):

Early Release day N/A

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
5/26, 1:15PM	WJJMS	Board bus
2:15PM	Six Flags New England	Students arrive
2:30-7:30PM	Six Flags New England	Time in the park
8PM	Six Flags New England	Students board bus
9PM	WJJMS	Students find parents

Approvals:

Keith Morrissette — Department Chair (High School Only) — 5/9/22 (Date) — ☑ Approved ☐ Denied

Principal — 5/16/22 (Date) — ☑ Approved ☐ Denied

Director of Teaching and Learning — 5/17/22 (Date) — ☑ Approved ☐ Denied

Updated 5.27.21

Field Trip Cost Form

Date(s) of Trip: May 26, 2023

Event: Six Flags Trip

M&J Bus(es) ONLY

Number of Students:

20

Estimated Hours for trip: 8
(Add 1 hour pre/post trip)

Number of Buses: 1

Per Student Calculations:	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:		$30
Miscellaneous Fees per student:		$20
Total admission and miscellaneous fees:		$50
Cost of Bus	TBD	$1300
Total Field Trip ***Cost per Student:**	TBD	$75

Additional Costs:

Number of Substitute Teachers	n/a
Rate per Day	
Special Education costs	n/a
Cost Associated if Nursing Required	n/a
Total ***Cost to District:**	0
Total ***Cost of Trip:**	$20-75

Alternate funding for trip provided by: Music Activity Fund

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21